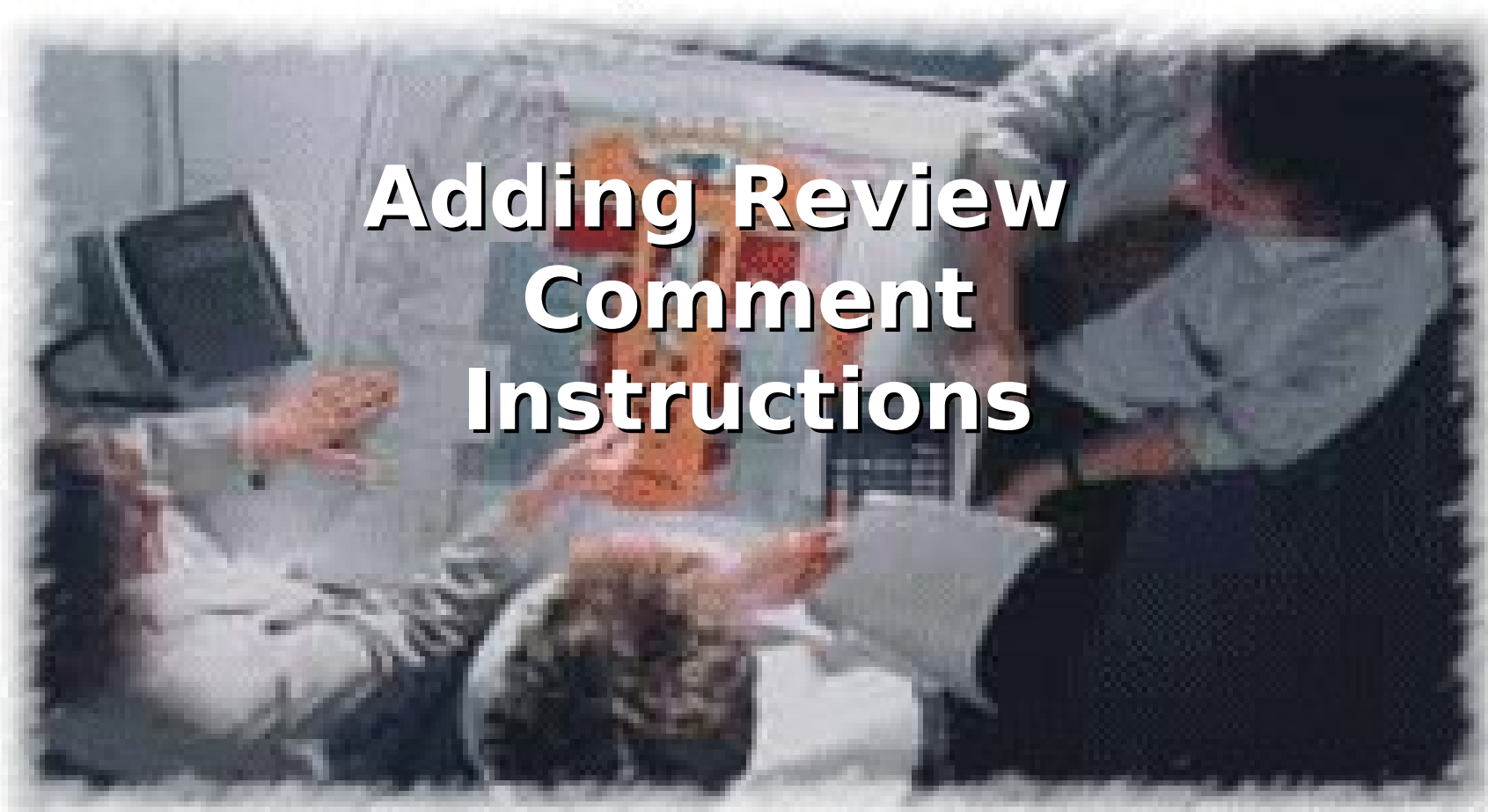




US Army Corps
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ProjNet/DrChecks Training

A photograph of three people in a meeting. A man in a grey shirt is pointing at a document on a table. A woman in a blue shirt is looking at the document. A man in a white shirt is looking at a computer monitor. The text "Adding Review Comment Instructions" is overlaid on the image.

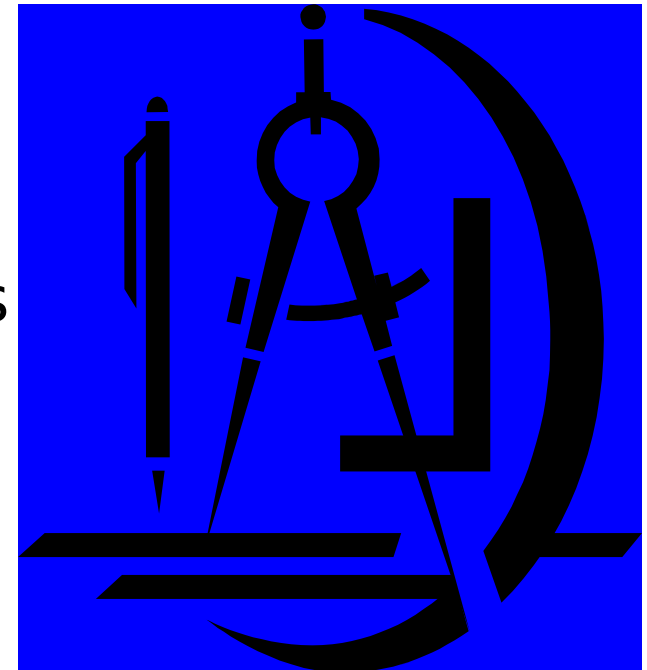
Adding Review Comment Instructions

Press "Page Down" for next
page



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- You can call the DrChecks Helpdesk,
if needed
217-367-3273 or 800-428-4357
M-F, 8AM-5PM Central US (Chicago)
- Know which District (i.e. “site”) is
running the project



For Registration and Login instructions see appropriate training
slides

Press "Page Down" for next
page



Add/Edit Review Comments

US Army Corps
of Engineers

ProjNet DrChecks **Project** Search Links

Managers Add

ProjNet > DrChecks > Project > Select Project [edit](#)

My projects at ALL sites. U

Site: Keyword: Select:

Listing 7 Projects

first Previous 1 of 1 Page(s) Next Last

ID	Project	Start Date	End Date
0001	Demo Project for System Support Staff	15-Jun-02	15-Jun-02
1	NAE test	18-Jun-02	18-Jun-03
1234	Renovate IT Facility Phase II	02-Jul-02	02-Jul-02
123456	F100 Maintenance Repair	16-May-02	31-Aug-02
5551212	Renovate IT Facility	13-Jun-02	26-Oct-02
RCE Test	Geo RCE Test	19-Jun-02	19-Aug-02
TEST ONLY	Development Test Project	17-Sep-02	17-Dec-02

Click on Project Name

Press "Page Down" for next
page



Add/Edit Review Comments

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ProjNet DrChecks **Review** Search Links

Project > Review Select

Project: Renovate IT Facility.

Comments				
	Add (Name sort) (Click review name to add comment.)	Edit All/Note/Yours	Evaluate Pending/Concur/Other	Check My (toggle) Pending/Open/Closed
Cmt-Mine	(956) Final Design Phase (20-Jul-02 to 18-Jun-03)	20 / 5 / 13	20 / 6 / 5	4 / 0 / 2
Cmt-Mine	(956) Additional Final Review Phase (20-Jun-02 to 20-Jun-02)	5 / 0 / 0	5 / 0 / 0	0 / 0 / 0
Cmt-Mine	(933) 10% Design Phase (20-Jun-02 to 20-Jul-02)	7 / 0 / 2	7 / 1 / 2	0 / 0 / 0
Cmt-Mine	(1045) Testing Phase IV (27-Jun-02 to 27-Dec-02)	0 / 0 / 0	0 / 0 / 1	0 / 0 / 0

Jump directly to Comment ID: go

Click on
Review
Name

Press "Page Down" for next
page



Add/Edit Review Comments

US Army Corps
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Click Drop-down list indicator to choose Discipline

Click Drop-down list indicator to choose DocType

Project: **Renovate** Facility Review: **Testing Phase IV** Scheduled 27-Jun-02 to 27-Dec-02.

a. Discipline (reqd.):	Selection Required! ▾	b. DocType (reqd.):	Selection Required! ▾
c. Spec (opt.):		d. Sheet/Detail (opt.):	/
e. Code Ref (opt.):		f. Doc Ref (opt.):	
g. Attachment (opt.):	Browse... Instructions		
h. Comment (reqd.):	(One comment at a time - 1000 characters max. No HTML. If using Word File or PCARMS go to Upload sub-menu.) 		
i. Critical Issue: (opt.)	☒ No ☐ Yes		

[Add Comment](#) [Add & Copy](#) [Add & Clear](#)

Press "Page Down" for next
page



The screenshot shows the 'Review' tab in the ProjectWise software. The interface includes a top navigation bar with buttons for 'ProjNet', 'DrChecks', 'Comment', 'Search', and 'Links'. Below this is a sub-navigation bar with 'Edit', 'QuickPick', 'Upload', and 'Managers'. The main area displays a project review for 'Innovate IT Facility' with a status of '10% Design Phase' and a scheduled date of '13-Jun-02 to 2'. The review details include a list of rooms and their associated equipment, such as '2.018, 2.016, 2.015, 2.014' and 'delete 1D from remaining outlet speaker to rooms 2.076 and 2.077'. The 'Add Comment' section is highlighted, showing a text input field with a character limit of 1000. Below the input field are three buttons: 'Add Comment', 'Add & Copy', and 'Add & Clear'. Four callouts provide instructions: 'Enter your Review comment' points to the text input field; 'Click 'Add Comment' to keep all fields except comment' points to the 'Add Comment' button; 'Click 'Add & Copy' to keep all fields the same' points to the 'Add & Copy' button; and 'Click 'Add & Clear' to clear all fields for the next comment' points to the 'Add & Clear' button.

ProjNet DrChecks **Comment** Search Links

Edit QuickPick Upload Managers

Project > Review > Add Comment

Innovate IT Facility Review: 10% Design Phase scheduled 13-Jun-02 to 2

Plans and Specifications

2.018, 2.016, 2.015, 2.014
delete 1D from remaining outlet speaker to rooms 2.076 and 2.077
wall 7. Add CATV to room 2.076. Add 2D outlet to Central West Wall Room 2.073 .|

h. Comment (reqd.):

i. Critical Issue: (opt.) ☒ No ☐ Yes

Add Comment Add & Copy Add & Clear

Enter your Review comment

Click 'Add Comment' to keep all fields except comment

Click 'Add & Copy' to keep all fields the same

Click 'Add & Clear' to clear all fields for the next comment

Press "Page Down" for next page



Add/Edit Review Comments

US Army Corps
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ProjNet DrChecks **Review** Search Links

Managers Add

ProjNet > DrChecks > Project > Review Select

Project: Renovate IT Facility.

Reports	ID	Comments		
		Add (Name sort) (Click review name to add comment.)	Edit All/Note/Yours	Delete Pending/All
Cmt-Mine go	(956)	Final Design Phase (20-Jul-02 to 18-Jun-03)	20 / 5 / 13	20 / 1
Cmt-Mine go	(980)	Additional Final Review Phase (20-Jun-02 to 20-Jun-02)	5 / 0 / 0	5 / 0 / 0
Cmt-Mine go	(933)	10% Design Phase (13-Jun-02 to 20-Jul-02)	8 / 0 / 3	8 / 1 / 2
Cmt-Mine go	(1045)	Testing Phase IV (27-Jun-02 to 27-Dec-02)	1 / 0 / 1	1 / 0 / 1

Jump directly to Comment ID:

To Edit or Delete your comment, Click the number under Edit/Yours

Press "Page Down" for next
page



Add/Edit Review Comments

US Army Corps
of Engineers

Choose the field
to be Edited or
Deleted

The screenshot shows a web application interface for editing review comments. At the top, there are navigation tabs for 'Search' and 'Links'. Below this is a breadcrumb trail: 'Managers' > 'project' > 'Review' > 'Edit Comment'. The main heading is 'Renovate IT Facility Review: 10% Design Phase scheduled 13-Jun-02 to 20-Jul-02.'.

The form contains several fields for identifying the comment:

- a. Discipline (reqd.):** A dropdown menu with 'Electrical' selected.
- b. DocType (reqd.):** A dropdown menu with 'Plans and Specs' selected.
- c. Spec (opt.):** A text field containing 'n/a'.
- d. Sheet/Detail (opt.):** Two text fields separated by a slash, both empty.
- e. Code Ref (opt.):** An empty text field.
- f. Doc Ref (opt.):** An empty text field.
- g. Attachment (opt.):** An empty text field with a 'Browse...' button and a link to 'Instructions'.
- h. Comment (reqd.):** A large text area containing a detailed comment: '3806458-176 1. Add 1V/1D to room 2.019 2. Delete 1D from outlets in 2.018, 2.016, 2.015, 2.014, 2.013 3. Delete 1 outlet from room 2.011 from remaining outlet 4. Add Wall Phone to room 2.080 5. Add PA speaker rooms 2.076 and 2.102 6. Add 1D outlet to room 2.078 North wall 7. Add room 2.073 8. Add 2D outlet to Center of West Wall Room 2.073 .'
- i. Critical Issue: (opt.):** Radio buttons for 'No' (selected) and 'Yes'.
- j. Submitted:** A text field showing '19-Sep-02 by Emily Mattingly emattingly@pdnt.com (217-367-3273)'.

At the bottom of the form, there are two buttons: 'Update Comment 118565' and 'Delete 118565'. Below these buttons is a warning message: 'No undo after delete!'. The footer of the form includes navigation links 'First', 'Previous', 'Next', and 'Last', and a page indicator 'Edit My Comments - 3 of 3'.

Click 'Update
Comment' button
Or
'Delete' button

Press "Page Down" for next
page



Frequently Asked Questions

- Where's my project?

Projects are organized by the office who holds the design contract, you can collaborate on office's other than your own by select that site from above the project listing page.

- Who is in charge here?

There is a link to manager(s) on every project on all project and review pages.

- Can I use PC ARMS?

Yes, the PC ARMS comment upload feature and MS Word Template are available. (See TechNote0018 and TechNote0019)

- Can I attach files?

Yes, you can attach a variety of file types.

- What if my internet connection is down?

You can use the MSWord Template to generate comments
And locally save 'my comments' with a built-in report

